



Forest Heights Police Department Policy and Procedures Manual

Subject:	Speed Checking Devices (RADAR)			
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A. Purpose

To establish Forest Heights Police Department (FHPD) policy and procedures for operating speed checking devices, i.e., RADAR.

B. RADAR (Radio Detection and Ranging)

1. Operation and use of RADAR

a. RADAR should be used:

- (1) for enforcement in high traffic collision areas where speed violations are a causative factor;
- (2) to evaluate complaints concerning speed violations;
- (3) for enforcement in suspected high speed violation areas; and
- (4) as one of the available enforcement tools to combat aggressive driving violations.

b. The FHPD Chief will designate a RADAR-certified officer as the RADAR Supervisor who will be responsible for the:

- (1) care, upkeep, and accountability of RADAR equipment;
- (2) programmed maintenance, testing and calibration of RADAR equipment;
- (3) submission of required reports;
- (4) supervision of RADAR- related activities;
- (5) coordination with other agencies on matters pertaining to RADAR;
- (6) development and control of the maintenance, calibration, and operational record systems and ensuring they are suitable for introduction as evidence in court.

c. Potential RADAR operators will be selected on the basis of interest in RADAR and a demonstrated ability to exercise good judgment. Only trained and authorized officers will be permitted to operate RADAR equipment.

d. Potential operators will complete a course of instruction approved by Maryland Police & Correctional Training Commission (MPCTC), for both the stationary and moving operational modes.

NOTE: The Maryland State Police (MSP) Education and Training Division (ETD) will, upon request, train allied law enforcement officers in police traffic RADAR theory. Because of differences in operating policies, equipment, and maintenance of equipment certification, the MSP ETD will not monitor the training of allied department personnel after successful completion of the 24 hour classroom training.

A good training course would be 40 hours, 24 hours of classroom training and 16 hours of on the road (hands on) training with 14 hours performed with a designated FHPD RADAR operator and 2 hours performed under the supervision of the FHPD RADAR Supervisor.

- (1) This training will be completed within 60 calendar days of the completed classroom portion of radar training.
- (2) If the hands-on training is not completed within the allotted time, the trainee will not be certified without the approval of the FHPD RADAR Supervisor.
- (3) If the trainee is not certified, he may be considered for attendance at a subsequent RADAR Speed Measurement Class.

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- e. Trainees will be issued a certification card upon successful completion of the 40 hours of training. This card will be renewed by the FHPD RADAR Supervisor upon its expiration every three years only if the following is achieved:
 - (1) The RADAR Supervisor will maintain a file of the RADAR operators with the expiration date of the certification cards of the RADAR operators. The renewal process will begin no later than 30 calendar days prior to the expiration date of the operator's certification.
 - (2) The RADAR operator will be required to demonstrate to the RADAR Supervisor, during actual operation, that the individual operator is proficient in the use of the speed measuring device. The time to accomplish this is up to the RADAR Supervisor's discretion.
 - (3) The RADAR Supervisor will also be required to demonstrate proficiency but will need either a RADAR Supervisor from another police agency or a certified RADAR instructor to certify the supervisor and sign the form.
 - (4) When the proficiency testing is accomplished, the completed the RADAR operator will be issued a new RADAR operator certification card.
- 2. Suspension, Revocation, or Re-Activation of RADAR operator status
 - a. At any time an operator displays unsatisfactory performance or knowledge in RADAR, the FHPD RADAR Supervisor may suspend the operator's certification pending re-certification training. The installation RADAR Supervisor will notify the FHPD Chief of the individual's suspension. It will be the RADAR Supervisor's responsibility to obtain the individual's certification card and make arrangements for the individual's retraining. Classroom training and testing may be required of the operator prior to removing the suspension. Hands-on training will be required in every case before removal of the suspension; however, the amount of time spent on training will be evaluated on an individual basis by the RADAR Supervisor.
 - b. If a RADAR operator misuses, abuses or willfully damages any RADAR equipment, the RADAR Supervisor may suspend the operator's certification, with the concurrence of the Chief. This action will not be deemed punitive, and will remain in effect pending the outcome of any administrative investigation. It will be the Chief's responsibility to ensure that the individual's certification card has been retrieved. The operator will be ineligible for any further RADAR training, and will be prohibited from the use of any RADAR speed devices. Satisfactory proof of willful damage to equipment can result in revocation of an operator's RADAR usage.
 - c. Procedures for reactivating a RADAR operator are:
 - (1) If a RADAR operator's certification has been inactive for one year or less, the FHPD RADAR Supervisor may, upon the request of the Chief, renew the RADAR card and reclassify his status as active.
 - (2) Officer's whose RADAR certification has been expired for more than a year will demonstrate hands-on proficiency to the RADAR Supervisor and have the testing documented before being re-certified as a RADAR operator. The amount of time spent with hands-on training will be evaluated on an individual basis by the RADAR Supervisor.
- 3. Testing and Evaluation
 - a. All equipment will be tested for accuracy before and after each operation utilizing any internal calibration check provided in the particular unit, and by the use of a tuning fork in the manner recommended by the training received or manufacturer.
 - b. Should the FHPD receive speed measuring devices from a manufacturers for field testing and evaluation they will not be utilized for any type of enforcement action.
- 4. RADAR will be used in conformance with the following:
 - a. The stopping team or chase car will be positioned within sight of the RADAR operator for violator identification purposes.
 - b. During night operations, violators will be stopped by a chase car or by the one-man pursuit method.

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- c. There will be no modifications made to or used with the FHPD RADAR equipment. RADAR operators will use only parts or accessories such as manufacturer's remote controls that are issued by the manufacturer and approved by the FHPD RADAR Supervisor.
 - d. Mounted units will be used according to the policy set by the FHPD Chief.
 - e. Under no circumstances will any part of the RADAR unit or its accessories be used or operated outside the vehicle during adverse weather/road conditions, so as to expose components to any degree of moisture.
 - f. Foot stopping team procedures (daylight only):
 - (1) The RADAR operator's vehicle will be positioned to accurately record the speed of vehicles on the site roadway and will have the stopping team in view to verify the identity of the stopped vehicle.
 - (2) Each stopping team member will wear the issued fluorescent vest when directing vehicles to pull over.
 - (3) Members of the stopping team will exercise primary concern for their own safety and the safety of violators being stopped. Upon completion of officer-violator contact, assistance and direction will be furnished in the interest of helping the motorist return safely to the traveled portion of the roadway.
 - g. The ultimate responsibility for any RADAR operation rests with the RADAR operator. They will be accountable for the safe operation of the stopping team and shall ensure compliance with all FHPD guidelines.
 - h. RADAR operations should be conducted on a FHPD primary operating radio frequency.
5. Calibration and Repair
- a. All FHPD RADAR units will be electronically calibrated semi-annually or according to manufacturer's recommendations. The FHPD RADAR Supervisor will be responsible for scheduling RADAR units for calibration and filing all records of certification being completed.
 - b. All RADAR operators will inform the RADAR Supervisor of any RADAR unit that requires calibration or repair work.

C. FHPD RADAR Operations

- 1. Certified radar operators will only set up the use of RADAR on municipal streets unless specifically authorized to do otherwise by the FHPD Chief.
- 2. With a speed limit of 20 M.P.H. on the Town of Forest Heights roads, RADAR operators will handle speeders at their discretion.
- 3. Traffic citations and warnings will be turned into the office at the end of the employee's tour of duty.
- 4. Officers will not routinely run traffic enforcement RADAR on Indian Highway (MD Rte. 210), unless specifically authorized by the FHPD Chief.